

Chapter 7

Committee Report—Form 460

Candidate controlled committees (including legal defense fund and officeholder committees) use the Recipient Committee Campaign Statement (Form 460) to report campaign activity for all semi-annual, special odd-year, preelection, quarterly, and supplemental preelection statements.

This section discusses how to complete Form 460.

Certain state committees may be required to file electronically in addition to reports on paper. (See Chapter 6.) Call the Secretary of State at (916) 653-6224 for information.

Chapter 7 — Committee Report

Form 460 Cover Page

Recipient Committee Campaign Statement Cover Page (Government Code Sections 84200-84216.5)		Type or print in ink.	Date Stamp	COVER PAGE CALIFORNIA FORM 460 Page <u>1</u> of <u>14</u> For Official Use Only
SEE INSTRUCTIONS ON REVERSE		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>	Date of election if applicable: (Month, Day, Year) <u>11/7/2010</u>	
1. Type of Recipient Committee: All Committees – Complete Parts 1, 2, 3, and 4. <input checked="" type="checkbox"/> Officeholder, Candidate Controlled Committee <input checked="" type="checkbox"/> State Candidate Election Committee <input type="checkbox"/> Recall <small>(Also Complete Part 5)</small> <input type="checkbox"/> General Purpose Committee <input type="checkbox"/> Sponsored <input type="checkbox"/> Small Contributor Committee <input type="checkbox"/> Political Party/Central Committee		2. Type of Statement: <input checked="" type="checkbox"/> Preelection Statement <input type="checkbox"/> Semi-annual Statement <input type="checkbox"/> Termination Statement <small>(Also file a Form 410 Termination)</small> <input type="checkbox"/> Amendment (Explain below) <input type="checkbox"/> Quarterly Statement <input type="checkbox"/> Special Odd-Year Report <input type="checkbox"/> Supplemental Preelection Statement - Attach Form 495		
3. Committee Information COMMITTEE NAME (OR CANDIDATE'S NAME IF NO COMMITTEE) <u>Stamos for Superintendent of Public Instruction</u> STREET ADDRESS (NO P.O. BOX) <u>1742 20th Avenue</u> CITY <u>Torrance</u> STATE <u>CA</u> ZIP CODE <u>90505</u> AREA CODE/PHONE <u>310/333-1650</u> MAILING ADDRESS (IF DIFFERENT) NO. AND STREET OR P.O. BOX CITY STATE ZIP CODE AREA CODE/PHONE OPTIONAL: FAX / EMAIL ADDRESS <u>Stjackson@Beachcpa.com</u>		I.D. NUMBER <u>1002244</u> Treasurer(s) NAME OF TREASURER <u>Stacy Jackson</u> MAILING ADDRESS <u>1742 20th Avenue</u> CITY <u>Torrance</u> STATE <u>CA</u> ZIP CODE <u>90505</u> AREA CODE/PHONE <u>310/333-1650</u> NAME OF ASSISTANT TREASURER, IF ANY <u>Rinaldo Stamos</u> MAILING ADDRESS <u>1600 17th Street</u> CITY <u>Torrance</u> STATE <u>CA</u> ZIP CODE <u>90505</u> AREA CODE/PHONE <u>310/333-1220</u> OPTIONAL: FAX / EMAIL ADDRESS		
4. Verification I have used all reasonable diligence in preparing and reviewing this statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on <u>[Date Required]</u> By <u>[Signature Required]</u> Executed on <u>[Date Required]</u> By <u>[Signature Required]</u> <small>Signature of Committee Officer/Secretary, Candidate, State Measure Proponent or Responsible Officer of Sponsor</small>				

Form 460 How to Complete the Cover Page Period Statement Covers

If this is the first report of the calendar year, the “from” date should be January 1. Otherwise, this date should be the day after the closing date of the most recently-filed campaign statement.

Date of Election

When filing a preelection statement in connection with an election, provide the date of the election.

Amending Form 460

To change or provide information missing from a previously filed Form 460, complete a new Form 460 Cover Page, checking the “Amendment” box under “Type of Statement.” Also check the box showing the type of statement being amended (e.g., preelection, semi-annual) and enter the period covered by the statement being amended. Provide a brief explanation and list the schedules or

parts being amended. Include an amended summary page, if applicable.

Attach the amended schedule(s) and file the amendment with all of the filing officers that received the original filing. (See Chapter 6.)

To amend a report filed electronically with the Secretary of State, a complete replacement filing is required. Contact the Secretary of State at (916) 653-6224 for assistance.

Part 3: Committee Information

When completing this section, make sure the information is the same as that listed on the committee's Statement of Organization, Form 410. If the committee has not received an identification number from the Secretary of State, enter “pending” in the “I.D. Number” box.

Part 4: Verification

The Form 460 is not considered filed if it is not signed. The committee treasurer or the assistant treasurer named on the committee's Statement of Organization, Form 410, must review and sign the statement.

Form 460
Cover Page 2

Recipient Committee Campaign Statement Cover Page — Part 2		COVER PAGE - PART 2 CALIFORNIA FORM 460 Page <u>2</u> of <u>14</u>																																																																											
Type or print in ink.																																																																													
5. Officeholder or Candidate Controlled Committee NAME OF OFFICEHOLDER OR CANDIDATE Renaldo Stamos OFFICE SOUGHT OR HELD (INCLUDE LOCATION AND DISTRICT NUMBER IF APPLICABLE) State Superintendent of Public Instruction RESIDENTIAL/BUSINESS ADDRESS (NO. AND STREET) CITY STATE ZIP 1600 17th Street Torrance CA 90505 Related Committees Not Included in this Statement: <i>List any committees not included in this statement that are controlled by you or are primarily formed to receive contributions or make expenditures on behalf of your candidacy.</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">COMMITTEE NAME</td> <td style="width: 50%;">I.D. NUMBER</td> </tr> <tr> <td>Stamos for Supervisor</td> <td>982464</td> </tr> <tr> <td colspan="2">NAME OF TREASURER</td> </tr> <tr> <td colspan="2">Stacy Jackson</td> </tr> <tr> <td colspan="2">CONTROLLED COMMITTEE?</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td colspan="2">1742 20th Avenue</td> </tr> <tr> <td>CITY</td> <td>STATE ZIP CODE AREA CODE/PHONE</td> </tr> <tr> <td>Torrance</td> <td>CA 90505 310/333-1650</td> </tr> <tr> <td colspan="2">COMMITTEE NAME</td> </tr> <tr> <td colspan="2">N/A</td> </tr> <tr> <td colspan="2">I.D. NUMBER</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2">NAME OF TREASURER</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td colspan="2">CONTROLLED COMMITTEE?</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)</td> </tr> <tr> <td colspan="2"></td> </tr> <tr> <td>CITY</td> <td>STATE ZIP CODE AREA CODE/PHONE</td> </tr> <tr> <td></td> <td></td> </tr> </table>		COMMITTEE NAME	I.D. NUMBER	Stamos for Supervisor	982464	NAME OF TREASURER		Stacy Jackson		CONTROLLED COMMITTEE?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)		1742 20th Avenue		CITY	STATE ZIP CODE AREA CODE/PHONE	Torrance	CA 90505 310/333-1650	COMMITTEE NAME		N/A		I.D. NUMBER				NAME OF TREASURER				CONTROLLED COMMITTEE?		<input type="checkbox"/> YES <input type="checkbox"/> NO		COMMITTEE ADDRESS STREET ADDRESS (NO P.O. BOX)				CITY	STATE ZIP CODE AREA CODE/PHONE			6. Primarily Formed Ballot Measure Committee NAME OF BALLOT MEASURE N/A <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">BALLOT NO. OR LETTER</td> <td style="width: 33%;">JURISDICTION</td> <td style="width: 34%;"><input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> Identify the controlling officeholder, candidate, or state measure proponent, if any. NAME OF OFFICEHOLDER, CANDIDATE, OR PROPONENT OFFICE SOUGHT OR HELD DISTRICT NO. IF ANY 7. Primarily Formed Candidate/Officeholder Committee <i>List names of officeholder(s) or candidate(s) for which this committee is primarily formed.</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NAME OF OFFICEHOLDER OR CANDIDATE</td> <td style="width: 33%;">OFFICE SOUGHT OR HELD</td> <td style="width: 34%;"><input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</td> </tr> <tr> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>NAME OF OFFICEHOLDER OR CANDIDATE</td> <td>OFFICE SOUGHT OR HELD</td> <td><input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>NAME OF OFFICEHOLDER OR CANDIDATE</td> <td>OFFICE SOUGHT OR HELD</td> <td><input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>NAME OF OFFICEHOLDER OR CANDIDATE</td> <td>OFFICE SOUGHT OR HELD</td> <td><input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">Attach continuation sheets if necessary</p>		BALLOT NO. OR LETTER	JURISDICTION	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE				NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE	N/A			NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE				NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE				NAME OF OFFICEHOLDER OR CANDIDATE	OFFICE SOUGHT OR HELD	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE			
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In addition, the officeholder or candidate who controls the committee must sign the statement. If two or three officeholders or candidates control the committee, each must sign. If there are more than three officeholders or candidates controlling the committee, one may sign on behalf of the others.

Part 5: Officeholder or Candidate Controlled Committee

Provide the name of the officeholder or candidate controlling the committee and indicate the office sought or held including the location and district number, if any. If the candidate controls other committees, including ballot measure committees, list those committees here. If you are aware of any primarily formed committees that exist to receive contributions or to make expenditures on behalf of the candidate controlling this committee, also list those committees. If more than one candidate controls the committee, copy Part 5 as many

times as needed to include the required information for all controlling candidates.

Part 6: Primarily Formed Ballot Measure Committee

Controlled committees that are primarily formed to support or oppose a ballot measure must also complete this section.

Chapter 7 — Committee Report

Form 460 Summary Page

Campaign Disclosure Statement Summary Page			Type or print in ink. Amounts may be rounded to whole dollars.	SUMMARY PAGE
SEE INSTRUCTIONS ON REVERSE			Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>	<div style="border: 1px solid black; padding: 2px;"> CALIFORNIA FORM 460 </div> <div style="border: 1px solid black; padding: 2px;"> Page <u>3</u> of <u>14</u> I.D. NUMBER <u>1002244</u> </div>
NAME OF FILER Starnos for Superintendent of Public Instruction				
Contributions Received		Column A TOTALTED PERIOD (FROM ATTACHED SCHEDULES)	Column B CALENDAR YEAR TOTAL TO DATE	Calendar Year Summary for Candidates Running in Both the State Primary and General Elections 1/1 through 6/30 7/1 to Date 20. Contributions Received \$ <u>52,035</u> \$ <u>85,199</u> 21. Expenditures Made \$ <u>27,350</u> \$ <u>35,300</u>
1. Monetary Contributions	Schedule A, Line 3 \$ <u>78,199</u>	\$ <u>125,984</u>		
2. Loans Received	Schedule B, Line 3 \$ <u>2,000</u>	\$ <u>4,000</u>		
3. SUBTOTAL CASH CONTRIBUTIONS	Add Lines 1 + 2 \$ <u>80,199</u>	\$ <u>129,984</u>		
4. Nonmonetary Contributions	Schedule C, Line 3 \$ <u>5,000</u>	\$ <u>7,250</u>		
5. TOTAL CONTRIBUTIONS RECEIVED	Add Lines 3 + 4 \$ <u>85,199</u>	\$ <u>137,234</u>		
Expenditures Made				Expenditure Limit Summary for State Candidates 22. Cumulative Expenditures Made* (If subject to voluntary Expenditure Limit) Date of Election (mm/dd/yyyy) Total to Date <u>6 / 8 / 10</u> \$ <u>22,425</u> <u>11 / 2 / 10</u> \$ <u>28,946</u>
6. Payments Made	Schedule E, Line 4 \$ <u>29,100</u>	\$ <u>54,000</u>		
7. Loans Made	Schedule H, Line 3 \$ <u>400</u>	\$ <u>400</u>		
8. SUBTOTAL CASH PAYMENTS	Add Lines 6 + 7 \$ <u>29,500</u>	\$ <u>54,400</u>		
9. Accrued Expenses (Unpaid Bills)	Schedule F, Line 3 \$ <u>800</u>	\$ <u>1,000</u>		
10. Nonmonetary Adjustment	Schedule C, Line 3 \$ <u>5,000</u>	\$ <u>7,250</u>		
11. TOTAL EXPENDITURES MADE	Add Lines 8 + 9 + 10 \$ <u>35,300</u>	\$ <u>62,650</u>		
Current Cash Statement				<small>*Amounts in this section may be different from amounts reported in Column B.</small>
12. Beginning Cash Balance	Previous Summary Page, Line 16 \$ <u>60,550</u>			
13. Cash Receipts	Column A, Line 3 above \$ <u>80,199</u>			
14. Miscellaneous Increases to Cash	Schedule I, Line 4 \$ <u>500</u>			
15. Cash Payments	Column A, Line 8 above \$ <u>29,500</u>			
16. ENDING CASH BALANCE	Add Lines 12 + 13 + 14, then subtract Line 15 \$ <u>111,749</u>			
If this is a termination statement, Line 16 must be zero.				
17. LOAN GUARANTEES RECEIVED	Schedule B, Part 2 \$ <u>3,000</u>			
Cash Equivalents and Outstanding Debts				
18. Cash Equivalents	See instructions on reverse \$ <u>400</u>			
19. Outstanding Debts	Add Line 2 + Line 9 in Column B above \$ <u>5,000</u>			

How to Complete the Summary Page

The Summary Page lists the totals of all contributions received and expenditures made during the period covered by the statement and the cumulative amounts of contributions received and expenditures made during the calendar year.

Column A

This column reflects the totals found on the summaries located at the bottom of each schedule attached to the statement. If there is no activity to report on a particular schedule, place a zero on the appropriate line. Never leave a line in Column A blank.

Column B

Amounts shown on Lines 2, 7, and 9 of Column B are carried forward from year to year (and statement to statement) until they are paid. If this is the first statement of the

calendar year, this column should reflect the same totals as found in Column A, except for Lines 2, 3, 5, 7, 8, 9, and 11 (if applicable). Otherwise, Column B totals are calculated by adding the figures in Column B from the last statement filed with the figures found in Column A of the current statement. (Note: The amounts reported on Lines 2, 7, and 9 of Column B should be the same as the total outstanding amounts disclosed in column (d) of Schedules B, H and F respectively, of the current report.)

The figures in Column B reflect the cumulative amounts received since January 1 of the current calendar year.

The cumulation period for a statement is almost always a calendar year. An exception to calendar year cumulation applies if the committee is required to file a preelection statement in one year in connection with an election held in another year, such as

elections held in January or early February. When this happens, the cumulation period begins on January 1 of the year before the election and ends on the closing date of the semi-annual statement filed after the election.

Lines 1-5

Collectively, these lines represent contributions received: monetary, nonmonetary, and loans.

Lines 6-11

These lines together represent expenditures made: payments, loans made, accrued expenses (bills that are still outstanding), and nonmonetary adjustments.

Lines 12-16

The Current Cash Statement section should reflect the committee's actual cash condition at the end of the reporting period. If deposits or expenditures have been made that have not cleared the account, the committee's bank balance may not match the ending cash balance.

Do not deduct investments made with committee funds from Line 12 or Line 16 if the investment can be readily converted to cash; e.g., the purchase of certificates of deposit, shares in interest bearing accounts, or money market funds. Reflect the investment amounts in the total amount of cash available.

Line 12

Make sure that this figure is the same as the figure shown on Line 16 (Ending Cash Balance) of the most recently filed statement. If this is the first statement of the calendar year and no previous statement has been filed for this committee, but money was raised or spent in the previous reporting period that did not equal \$1,000 or more, enter the amount of cash on hand on December 31. Otherwise, enter zero.

Line 13

This figure represents a total of all monetary contributions and loans received during the reporting period. Nonmonetary contributions should not be included.

Line 14

This amount represents all items, such as interest on a bank account, that increase the cash position but are not considered contributions. The amount is carried forward from Schedule I, Miscellaneous Increases to Cash.

Together, Lines 13 and 14 reflect all the money that has been received during the current reporting period.

Line 15

This figure represents the total amount the committee has spent during the reporting period, including loans made and any accrued expenses paid.

Line 16

This amount represents the total of Lines 12, 13, and 14 minus Line 15. The amount reported on Line 16 must equal the total amount of cash the committee has in its campaign bank account **and** the amount of all funds held in interest bearing accounts, certificates of deposit, money market accounts, shares in government bonds, or any other investments that can be readily converted to cash.

If this is a termination statement, Line 16 must be zero.

Line 17

This figure is carried forward from Schedule B, Part 2. The amount represents the total of all loan guarantees, endorsements, or security received during the period.

Line 18

This figure includes investments that cannot be readily converted to cash, as well as the balance due on all outstanding loans the committee has made to others.

Do not include any amount that is invested in interest bearing accounts, certificates of deposit, money market accounts, or any other investments that can be readily converted to cash. This amount should be part of the ending cash figure reported on Line 16.

Line 19

Report the total of all money owed by the committee. Using Column B, add Line 2 (loans received) and Line 9 (accrued expenses).

Lines 20 & 21

If an officeholder or candidate is being voted upon in **both** the state primary and general elections, and the statement covers a period during the last six months of the year, the committee is required to report a lump sum amount of contributions received and expenditures made. Complete this section for the preelection statements filed in connection with the November election, as well as the semi-annual statement due in January after the election.

Contributions Received: Under **1/1 through 6/30**, report the total contributions received using Column B, Line 5 from the Summary Page of the statement that ended 6/30. Subtract this figure from the total contributions reported on the Summary Page for the current period using Column B, Line 5. Enter this amount under **7/1 to Date**.

Expenditures Made: Under **1/1 through 6/30**, report the total expenditures made using Column B, Line 11 from the Summary Page of the statement that ended 6/30. Subtract this figure from the total

expenditures reported on the Summary Page for the current period using Column B, Line 11. Enter this amount under **7/1 to Date**.

Line 22

Candidates who have accepted the voluntary expenditure ceiling for a particular election must disclose on that election committee's report the total amount of expenditures made through the end of the reporting period that are subject to the expenditure ceiling for the election. Report the date of the election and the total amount expended for that election. Report totals for the primary and general elections separately. **This information is not required if the expenditure ceiling has been lifted.** Include nonmonetary contributions received, except for those received from a political party. In addition, goods or services received during a reporting period for which no payment has been made (accrued expenses, Schedule F) must be counted. Once an accrued expense has been reported on Line 22, do not count the expense again when it is paid. It is not necessary to amend a previously-reported expenditure total to reflect any subsequent adjustments, such as refunds. (See Chapter 1 for information on voluntary expenditure ceilings, including what expenditures must be included.)

Answering Your Questions

- Q. *Is there any circumstance where Line 16, Ending Cash Balance, would show a negative amount?*
- A. If you report a negative amount on Line 16, this means that either you have made a mathematical error in your calculations or you are overdrawn at the bank. Rounding off also may cause a small negative in the cash on hand balance.
- Q. *Is there any circumstance where an amount in Column A would be negative?*

- A. Yes. As loans and accrued expenses are paid down, the amount reflected in Column A may be a negative amount.
- Q. *What should I do if I am unable to balance my accounting records by the filing deadline?*
- A. Because the Political Reform Act does not provide for deadline extensions, complete the form as accurately as you can and file by the deadline. Then file an amended form as soon as possible.

General Rules for Reporting Contributions Received

(See Chapter 3 for definitions and additional information about receiving contributions.)

\$5,000 Contributor – Major Donor Notice

If \$5,000 or more is received from one source in a calendar year, a “major donor” notice must be sent to the contributor. (See Chapter 3.) Do not send the notice if the contribution is from another recipient committee.

Example *Rails, Inc. made a \$5,000 contribution to your committee. Within two weeks of receiving the contribution, notify Rails, Inc. in writing that they must file as a major donor if they make any number of contributions totaling \$10,000 or more during the calendar year.*

Joint Checking Account

If a check is received that is imprinted with two individuals’ names, report the contribution as coming from the person who signed the check. However, if both signed the check, or one signed the check but both have signed an accompanying letter indicating that the contribution is from both, then report 50% of the contribution coming from the one individual and 50% coming from the other, unless the letter attributes specific amounts to each contributor. (See Chapter 3.)

Intermediary

If a contribution of \$100 or more is received from someone who is acting as an intermediary for the true source of the funds, disclose both the true source of the contribution and the intermediary. (See Chapter 3.)

Example *Sarah Honey made a \$500 contribution to your committee and notified you that she would later be reimbursed by her employer, Hilltop Dairy. Your committee will report Hilltop Dairy, including its address and contributor code, as the source of the contribution and also disclose Sarah as the intermediary, providing her address, occupation, and employer.*

Aggregating Contributions

There are a variety of situations in which two or more contributions need to be aggregated for reporting. For instance, when an individual, who is the sole proprietor of a company, makes a contribution from company funds and another contribution from personal funds, these contributions are added together for reporting purposes. (See Chapter 3.)

There are special rules for “major donors” (usually these are individuals and business entities that make contributions totaling \$10,000 or more in a calendar year) when they make contributions that are subject to aggregation. The major donor must notify each committee to which it makes a contribution of the name under which the major donor is filing its report (Form 461). The recipient of the contribution must identify the name of the “filer” and the name of the contributor, if that is different than the name of the filer.

Example *Temple Construction is a subsidiary of Temple Enterprises. Contributions made by the two entities must be aggregated and they qualify*

as a major donor. Your committee receives a contribution from Temple Construction. Temple Construction is required to notify you that its contribution is reported on a campaign statement filed under the name of Temple Enterprises. Your committee must identify both names on its report and, if you receive contributions from both entities, the contributions must be aggregated for purposes of the contribution limits and for reporting cumulative amounts.

Contributor Information

A contribution of \$100 or more must be returned to the contributor within 60 days of receipt if the contributor's name, address, and, if the contributor is an individual, his or her occupation and employer are not in the committee's records. Contributions may be deposited in the committee's bank account pending receipt of the information, in which case they must be reported on the next campaign statement (Form 460) filed. The campaign statement must be amended within 70 days from its closing date to disclose the missing contributor information unless the contribution was returned to the donor. (See Chapter 2 for detailed information about returning contributions and recordkeeping requirements.)

Reporting Cumulative Amounts

Contributions from the same source (including aggregated contributions) are cumulated from January 1 through December 31. When reporting the cumulative amount of contributions received from any one source, include all monetary and nonmonetary contributions, and loans (including loan guarantees) received by all committees controlled by the candidate. (Exception: Contributions received by controlled ballot measure committees and legal defense funds are not cumulated with contributions received by the controlling candidate's election committees.)

Calendar Year Cumulation Exception

An exception to calendar year cumulation applies if the committee is required to file a preelection statement in one year in connection with an election held in another year, e.g., certain January/February elections. When this happens, the cumulation period begins on January 1 of the year before the election and ends on the closing date of the semi-annual statement filed after the election.

Returned Contributions

Not Deposited: A contribution need not be reported if it is returned to the contributor prior to depositing it in the campaign bank account and prior to the closing date of the campaign statement on which it would be reported. A late contribution is not required to be reported if it is not deposited, negotiated, or cashed and is returned to the contributor within 24 hours of receipt.

Deposited, Negotiated, or Returned After Closing Date:

Contributions that have been deposited or negotiated, or which were not returned prior to the closing date of the campaign statement, are reported on Schedule A. If the contribution is returned within 30 days of receipt, and within the reporting period, the return may be shown as a negative figure on Schedule A. Otherwise, report the return of the contribution on Schedule E.

Returned for Insufficient Funds: If a check is returned from the bank for insufficient funds and the committee returns the check to the contributor during the same reporting period, both the receipt and the return of the contribution may be reported on Schedule A with the return shown as a negative amount. Otherwise, the return is reported on Schedule E.

Transfers

Use Schedule A or I to report transfers of funds received from another committee controlled by the candidate, including ballot measure committees. (See Chapter 1 for information on transfers and carry over.)

Enforceable Promises

If a contribution is received in the form of an “enforceable promise” that has not been paid during the period, report the contribution as a memo entry on Schedule A. An “enforceable promise” has been received when a contributor promises, in writing, to pay for specific goods or services and, based on that promise, the committee expends funds or enters into a legally-enforceable contract with a vendor to purchase the goods or services. An “enforceable promise” has not been made if a person signs a pledge card or similar document, or agrees to make a contribution by installment payments through wire transfer, credit card transaction, debit account transaction, or similar electronic payment.

Disclose the date of the promise, all of the required information about the contributor, and the amount promised, but do not include the amount in the summary totals. When the contributor makes the actual payment, fully disclose the contribution on Schedule A, if the payment is made to the committee, or on Schedule C, if the contributor pays the vendor directly, and include the amount in the appropriate summary section.

Installment Payments

Contributions may be received as installment payments made at regular intervals over a period of time via credit card, debit card, wire transfer, or similar electronic means. When a contributor authorizes a series of installment payments, the contribution is reported as received when the committee, or

agent of the committee, obtains possession or control of the funds for each installment payment.

(Example) *Sandra Nickel informed your committee that she wanted to contribute a total of \$500, but would need to make the contribution in five payments of \$100 each month. On June 1, she provided you with her credit card information and authorized your committee to charge her account \$100 on that date and on the first of the next four months. Your committee has a statement due July 31 covering the period January 1 through June 30. Your campaign statement must itemize Sandra and report receipt of \$100 from her on June 1; the report would not include the future contributions.*

Chapter 7 — Committee Report

Form 460 Schedule A

Schedule A Monetary Contributions Received				Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE A CALIFORNIA FORM 460 Page <u>4</u> of <u>14</u> I.D. NUMBER 1002244	
SEE INSTRUCTIONS ON REVERSE									
NAME OF FILER Stamos for Superintendent of Public Instruction									
DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1- DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)			
8/14	Rails, Inc. 500 North 12th Street Oakland, CA 94607	<input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		\$1,000	\$1,000	\$500 P-10 \$500 G-10			
8/16	Hilltop Dairy 589 Milky Way Tracy, CA 95376	<input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		\$3,200	\$3,200	\$3,200 G-10			
	Intermediary: Sarah Honey 614 C Street Tracy, CA 95376	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Bookkeeper, Hilltop Dairy						
8/10	Waldo Murphy 423 Sandy Beach Drive Malibu, CA 90265	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Attorney, Clarke and Clarke	\$99	\$399	\$300 P-10 \$99 G-10			
8/12	Linda Gutierrez 120 South B Street San Diego, CA 92118	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Requested	\$2,900	\$2,900	\$2,900 G-10			
SUBTOTAL \$				7,199					
Schedule A Summary									
1. Amount received this period – itemized monetary contributions. (Include all Schedule A subtotals.) \$ <u>78,199</u>									
2. Amount received this period – unitemized monetary contributions of less than \$100 \$ <u>- 0 -</u>									
3. Total monetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Line 1.) TOTAL \$ <u>78,199</u>									
<small>*Contributor Codes IND – Individual COM – Recipient Committee (other than PTY or SCC) OTH – Other (e.g., business entity) PTY – Political Party SCC – Small Contributor Committee</small>									

How to Complete Schedule A Monetary Contributions Received

Report monetary contributions the candidate or committee has received on Schedule A, except for loans (reported on Schedule B), receipt of repayments for loans made (reported on Schedule H), and miscellaneous receipts (reported on Schedule I).

Date Received

List the date the committee obtained possession or control of the contribution. For instance, report the date the check was received, which may differ from the date on the check or the date the check was deposited. For contributions received by electronic transaction (such as credit card, debit account, or wire transfer, including those received over the Internet), report the date the committee received or had control of the credit/debit account information or other payment information, or the date the committee received or had control of the funds, whichever is earlier.

Contributor Information

Itemize persons and organizations that have contributed a cumulative amount of \$100 or more during the calendar year. Provide each contributor's name, street address, city, state, and zip code. Remember to maintain the names and addresses of contributors of \$25 or more in your records. (See Chapter 2.)

Example *Duncan MacManus contributed \$25 during the year's first reporting period. On your committee's first report for the year, Duncan was not itemized. During the second reporting period, you received a \$99 contribution from Duncan. Itemize Duncan on this report, providing his address, occupation, and employer information, reporting \$99 as received "this period" and reporting a "cumulative amount" of \$124.*

Contributor Codes

For each itemized contributor, check the box indicating whether the contributor is an

**Form 460
Schedule A
Continuation
Sheet**

Schedule A (Continuation Sheet) Monetary Contributions Received		Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from 7/1/2010 through 9/30/2010		SCHEDULE A (CONT.) CALIFORNIA FORM 460 Page 5 of 14 I.D. NUMBER 1002244	
NAME OF FILER Stamos for Superintendent of Public Instruction							
DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TO DATE (IF REQUIRED)	
8/5	Stamos for Supervisor (Transfer) 1742 20th Avenue Torrance, CA 90505 ID # 982464	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC					
8/9	Ted Smith 7239 Hawthorne Blvd. Rancho Palos Verdes, CA 90274	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Dentist, Smith Smiles	\$1,000	\$1,000	\$1,000 G-10	
8/10	Renaldo Stamos 1600 17th Street Torrance, CA 90505	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	Realtor, Stamos Realty	\$70,000	\$72,000	\$2,000 P-10 \$70,000 G-10	
SUBTOTAL \$							

individual, a committee, “other” (such as a business entity), political party, or small contributor committee.

Occupation and Employer, I.D. Number, and Intermediary Information

If the contributor is an individual, provide the individual’s occupation and employer, or, if self-employed, provide the name of the business. Do not leave this blank. If this information has not been obtained, put “requested” or similar language in this column and amend Schedule A when the information has been received. Contributions of \$100 or more must be returned within 60 days of receipt if this information is not obtained. (See Chapter 2.)

If the contributor is a recipient committee, report that committee’s identification number. If the identification number has not yet been assigned or is unknown, report the full name, street address, city, state, and zip code of that committee’s treasurer.

If a contribution is received through an intermediary, provide the name, street address, city, state, zip code, and, if applicable, occupation and employer of both the intermediary and the true source of the contribution.

Amount

Report the amount of the contribution.

Cumulative to Date

Contributions from a single source are cumulated from January 1 through December 31. The amount listed in the “Cumulative to Date-Calendar Year” column will differ from the “Amount Received This Period” column if the committee has received other contributions, including nonmonetary contributions, loans, or loan guarantees from the same source during in the year. There is an exception to calendar year cumulation if the committee is required to file a preelection statement in one year in connection with an election held in another year, e.g., certain January/February elections. When this happens, the cumulation period begins on January 1 of the year before the election and ends on the closing date of the semi-annual statement filed after the election.

Per Election to Date

State candidates are also required to complete the “Per Election to Date” column. For each

**Abbreviations for
Disclosing Per Election
Cumulative Amounts**

P = Primary	2008 = 08
G = General	2009 = 09
S = Special	2010 = 10
R = Runoff	2011 = 11

itemized contribution, disclose the type of election, the year of the election, and the amount received from the contributor for that election. For example, an Assembly candidate who receives a \$7,200 check intended for both the primary and general elections would disclose per election amounts of \$3,600 P-year of the election and \$3,600 G-year of the election. These figures may include amounts received in different calendar years.

Examples *Your committee received a contribution of \$3,600 for the 2008 primary election from Kaia Scott in May 2008. In October 2008, Kaia contributed \$3,600 for the 2008 general election. When itemizing the November 2008 contribution, disclose per election totals as: \$3,600 P-08 and \$3,600 G-08.*

In April 2007, Lakeesha Rashford contributed \$1,000 for the May 2007 special election, and in July 2007, she contributed \$1,000 for the special runoff election. In October 2007, she contributed \$2,000 to pay debt from the runoff election. When itemizing the October contribution, disclose per election totals as: \$1,000 S-07 and \$3,000 R-07.

Candidate James Medino made a personal contribution of \$25,000 in October 2008 to his committee for the 2008 general election. In December 2007, he had made a \$50,000 personal contribution for the primary election. When itemizing the contribution for the general election, disclose per election totals as: \$50,000 P-08 and \$25,000 G-08.

Schedule A Summary

Complete the summary section of each schedule after completing the corresponding schedule. Each summary provides detailed instructions for every line.

Answering Your Questions

Q. I plan to contribute to my own campaign. May I be reimbursed later?

- A. No. State candidates may not return personal contributions they have made to their committees. If you want to be repaid for personal contributions made to your campaign, you may make loans up to \$100,000. Report the loans on Schedule B, Part 1.
- Q. *I received a contribution of \$75 this period from someone who contributed \$50 earlier this year. I itemized the \$75 contribution on Schedule A. Should the \$75 be included on Line 1 or Line 2 of the Schedule A summary?*
- A. All itemized contributions (including contributions under \$100 that are itemized because the contributor's cumulative total is \$100 or more) are totaled on Line 1 of the schedule summary. Only unitemized contributions are included on Line 2 of the schedule summary.

Schedule B – Loans Received

Use Schedule B to report activity on loans received by the committee. Outstanding loans are reported on each campaign statement until they are paid. Schedule B has two parts:

- Part 1 lists loans received or outstanding, and the repayment, forgiveness, or payment by a third party of a loan previously received.
- Part 2 lists information on loan guarantors.

Form 460
Schedule B
Part 1

Schedule B – Part 1 Loans Received		Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE B - PART 1 CALIFORNIA FORM 460 Page <u>6</u> of <u>14</u> I.D. NUMBER 1002244		
SEE INSTRUCTIONS ON REVERSE								
NAME OF FILER Stamos for Superintendent of Public Instruction								
FULL NAME, STREET ADDRESS AND ZIP CODE OF LENDER (IF COMMITTEE ASO, ENTER ID. NUMBER)	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT RECEIVED THIS PERIOD	(c) AMOUNT PAID OR FORGIVEN THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST PAID THIS PERIOD	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE CONTRIBUTIONS TO DATE
Beach City Bank 300 10th Street Santa Monica, CA 90403		\$ - 0 -	\$ 3,000	<input type="checkbox"/> PAID \$ - 0 - <input type="checkbox"/> FORGIVEN	\$ 3,000 8/1/10 DATE DUE	5 RATE \$ 100	\$ 3,000 8/15/10 DATE INCURRED	CALENDAR YEAR \$ N/A PER ELECTION**
<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC								
Renaldo Stamos 1600 17th Street Torrance, CA 90505	Realtor, Stamos Realty	\$ 2,000	\$ - 0 -	<input checked="" type="checkbox"/> PAID \$ 1,000 <input type="checkbox"/> FORGIVEN	\$ 1,000 N/A DATE DUE	- 0 - RATE \$ - 0 -	\$ 2,000 1/15/10 DATE INCURRED	CALENDAR YEAR \$ 72,000 PER ELECTION** \$ 10,000 P-10 70,000 G-10
<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC								
SUBTOTALS		\$ 3,000	\$ 1,000	\$ 4,000	\$ 100			
Schedule B Summary 1. Loans received this period \$ 3,000 (Total Column (b) plus unitemized loans of less than \$100.) 2. Loans paid or forgiven this period \$ 1,000 (Total Column (c) plus loans under \$100 paid or forgiven.) (Include loans paid by a third party that are also itemized on Schedule A.) 3. Net change this period. (Subtract Line 2 from Line 1.) NET \$ 2,000 Enter the net here and on the Summary Page, Column A, Line 2. (May be a negative number)								

*Amounts forgiven or paid by another party also must be reported on Schedule A.
 ** If required.

*Contributor Codes
 IND – Individual
 COM – Recipient Committee
 (other than PTY or SCC)
 OTH – Other (e.g., business entity)
 PTY – Political Party
 SCC – Small Contributor Committee

How to Complete Schedule B – Part 1 Loans Received

Lender Information

Provide the name, street address, city, state, and zip code of each lender of \$100 or more.

Financial Institution

If a financial institution, such as a bank, has loaned the committee money or the committee has drawn on a line of credit, report the institution as the lender by listing its name and address, including zip code. If the candidate has obtained a loan from a commercial lending institution for which he or she is personally liable, report both the candidate and the institution as the lender.

Individual

If the lender is an individual, also provide the individual's occupation and employer, or, if the contributor is self-employed, provide the name of the business. Do not leave this column blank. If this information has not been obtained, put "requested" or similar language in this column and amend

Schedule B, Part 1 later. (See Chapter 2 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)

Officeholder/Candidate

Officeholders and candidates depositing their personal funds in the campaign account to assist in their own elections may report the funds as a loan on Schedule B. A state candidate may not have an outstanding personal loan of more than \$100,000 to his or her campaign at any one time, including loans from a commercial lending institution for which the candidate is personally liable. (See Chapter 1 for further information.)

Contributor Codes

For each itemized lender, check the box indicating whether the lender is an individual, committee, "other" (such as a business entity), political party, or small contributor committee.

Quick TIP Report each loan separately, even if the committee has received more than one loan from a single source.

(a) Outstanding Balance Beginning This Period

Enter the outstanding loan balance at the beginning of this reporting period (Column (d) of the last report filed). If the loan was received this period, enter zero or leave Column (a) blank.

(b) Amount Received This Period

Enter the amount received from the lender during this reporting period. If this loan was received in a previous reporting period, enter zero or leave Column (b) blank.

(c) Amount Paid or Forgiven This Period

Enter the amount of any reduction of the loan during this reporting period. Check whether the reduction was a payment or forgiveness. When the lender forgives all or part of a loan, or a third party makes a payment on a loan, also report the lender or third party on Schedule A. Enter zero or leave this column blank if no payments were made this reporting period.

(d) Outstanding Balance at Close of This Period

Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

(e) Interest Paid This Period

Enter the interest rate and the amount of interest paid on the loan(s) during this reporting period. If the lender is not charging interest, indicate “none” on the “interest rate” line. Interest paid is reported separately from payments made on the loan principal. Interest payments are also transferred to the Schedule E Summary.



Candidates may not charge their committees interest for the use of their personal funds.

(f) Original Amount of Loan

Enter the original amount of the loan and the date it was received. If this is the first time the loan is being reported, this is the same amount as reported in Column (b).

(g) Cumulative Contributions to Date

Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the lender during the calendar year covered by this statement.

State candidates are also required to report the amount received per contributor per election. For each itemized contribution, disclose the type of election, the year of the election, and the amount received from the contributor for that election. For example, an Assembly candidate who receives a \$7,200 loan intended for both the primary and general elections would disclose per election amounts of \$3,600 P-year of the election and \$3,600 G-year of the election. These figures may include amounts received in different calendar years. When a loan is repaid, the cumulative amount may be reduced by the amount repaid.

A loan is a contribution unless it is received from a commercial lending institution in the ordinary course of business. It is not necessary to disclose cumulative amounts for loans that are not contributions.

Summary

As loans are paid, Line 3 of the summary section of Schedule B will eventually be a negative amount. When transferring a negative figure from Line 3 to the Summary Page, Column A, Line 2, be sure to subtract the amount from the previous report, Column B, Line 2, to determine the figure for this report's Column B, Line 2.

**Form 460
Schedule B
Part 2**

Schedule B – Part 2 Loan Guarantors		Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE B - PART 2 CALIFORNIA FORM 460 Page <u>7</u> of <u>14</u> I.D. NUMBER <u>1002244</u>	
SEE INSTRUCTIONS ON REVERSE							
NAME OF FILER Stamos for Superintendent of Public Instruction							
FULL NAME, STREET ADDRESS AND ZIP CODE OF GUARANTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	LOAN	AMOUNT GUARANTEED THIS PERIOD	CUMULATIVE TO DATE	BALANCE OUTSTANDING TO DATE	
Wayne McNamara 1620 H Street Sacramento, CA 95816	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SOC	Teacher, Sacramento Unified School District	LENDER <u>Beach City Bank</u> DATE <u>8/15/10</u>	\$3,000	CALENDAR YEAR \$ <u>3,000</u> PER ELECTION (IF REQUIRED) <u>3,000 G-10</u>	\$3,000	
SUBTOTAL \$					ENTER Summary Page, Line 17 only.		

How to Complete Schedule B – Part 2 Loan Guarantors

Guarantor Information

If someone other than the controlling candidate guarantees, co-signs, endorses, or provides security for a loan of \$100 or more, enter the name and address of the guarantor and, if the guarantor is an individual, his or her occupation and employer, or, if self-employed, the name of the business.

Contributor Codes

For each itemized guarantor, check the box indicating whether the guarantor is an individual, committee, "other" (such as a business entity), political party, or small contributor committee.

Loan

Enter the name of the lender or the entity at which a line of credit was established and the date of the loan or the date the line of credit was established.

Amount Guaranteed This Period

Enter the amount guaranteed this period, if applicable. For lines of credit, enter the full amount established or secured by the guarantor during the period. (Report amounts drawn on a line of credit on Schedule B – Part 1.)

Cumulative to Date

Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the guarantor during the calendar year covered by the statement.

State candidates are also required to report the amount guaranteed per contributor per election. For each itemized loan guarantee, disclose the type of election, the year of the election, and the amount guaranteed by the contributor for that election. For example, an Assembly candidate who receives a \$7,200 loan guarantee where the loan is intended for both the primary and general elections would disclose per election amounts of \$3,600 P-year of the election and \$3,600 G-year of the election. These figures may include amounts received in different calendar years.

Balance Outstanding to Date

Report the outstanding balance for which the guarantor is liable at the close of this reporting period.



Loan guarantees are not included in the Schedule B Summary, but are carried forward in a lump sum to Line 17 of the Summary Page.

Chapter 7 — Committee Report

Form 460 Schedule C

Schedule C Nonmonetary Contributions Received		Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE C CALIFORNIA FORM 460 Page <u>8</u> of <u>14</u> I.D. NUMBER <u>1002244</u>	
SEE INSTRUCTIONS ON REVERSE							
NAME OF FILER Stamos for Superintendent of Public Instruction							
DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	DESCRIPTION OF GOODS OR SERVICES	AMOUNT / FAIR MARKET VALUE	CUMULATIVE TO DATE CALENDAR YEAR (JAN 1 - DEC 31)	PERELECTION TO DATE (IF REQUIRED)
8/17	Green Party 420 16th Street San Francisco, CA 94112	<input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		In-kind Printing	\$3,000	\$3,000	\$3,000 G-10
7/1 to 7/30	Transit Workers Union 1660 T Street Ukiah, CA 95482 ID # 1003221	<input type="checkbox"/> IND <input checked="" type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		Employee Compensation	\$2,000	\$2,000	\$2,000 G-10
Attach additional information on appropriately labeled continuation sheets.					SUBTOTAL \$	5,000	
Schedule C Summary 1. Amount received this period – itemized nonmonetary contributions. (Include all Schedule C subtotals.) \$ 2. Amount received this period – unitemized nonmonetary contributions of less than \$100 \$ 3. Total nonmonetary contributions received this period. (Add Lines 1 and 2. Enter here and on the Summary Page, Column A, Lines 4 and 10.) TOTAL \$							

*Contributor Codes
 IND – Individual
 COM – Recipient Committee
 (other than PTY or SCC)
 OTH – Other (e.g., business entity)
 PTY – Political Party
 SCC – Small Contributor Committee

How to Complete Schedule C Nonmonetary Contributions Received

Use Schedule C to report nonmonetary contributions received by the committee. Nonmonetary contributions are goods or services provided to the committee for which it does not pay the fair market value.

The fair market value is the amount the committee would pay for the goods or services on the open market; whatever it would cost any member of the general public to obtain the same good or service. (See Chapter 3 for assistance in determining the fair market value of a nonmonetary contribution.)

Example *Seaside TV Sales donated a television to your committee. The cost to Seaside TV for the television was \$500. Because it would have cost your committee \$1,000 to purchase the TV at fair market value, the nonmonetary contribution from Seaside TV Sales is \$1,000.*

Examples of Nonmonetary Contributions

- Items donated for a garage sale, raffle, or auction.
- Signs, postage, and printing.

- Food and entertainment provided for a fundraiser.
- Use of office space, an automobile, or airplane.
- Discounts or rebates that are not extended to the general public.
- Mailing lists, mailings, and other advertising.
- Compensation paid by an employer to an employee who spends more than 10% of his or her compensated time in a calendar month working on behalf of a committee. Compensation includes gross wages paid and any benefits in lieu of wages, such as stock options or an annuity purchase. Compensation does not include routine fringe benefits, such as the employer's payments to a health plan or payroll taxes.
- Forgiveness of an accrued expense by the creditor.
- An extension of credit that has become a contribution (see Chapter 3).

(See Chapters 3 and 4 for exceptions, such as volunteer personal services, home/office fundraisers, and member communications.)

Date Received

A nonmonetary contribution is received on the earlier of the following:

- The date that funds are spent by the contributor; or
- The date the candidate or committee obtains possession or control of the goods or services, or receives the benefit of the expenditure.

Example *A PAC, in coordination with your committee, printed a brochure advocating your candidate's election. The PAC delivered the brochures to your headquarters on February 22 and paid the bill for the printing on March 15. Your committee received the nonmonetary contribution on February 22.*

- For an extension of credit, the date the extension of credit became a contribution; generally, that is 46 days following the date the invoice was received or the date the goods or services were received, whichever is earlier. (See Chapter 3 for detailed information.)

Contributor Information Occupation/ Employer and Amount Columns

Itemize contributors of \$100 or more. If the contributor is an individual, in addition to his or her street address, city, state, and zip code, provide occupation and employer information, in addition to the amount received this period, and the cumulative amount to date. (See Chapter 2 for restrictions on contributions received when the name, address, occupation, or employer information is missing.)

Contributor Codes

For each itemized contributor, check the box indicating whether the contributor is an individual, committee, "other" (such as a business entity), political party, or small contributor committee.

Description of Goods or Services

Provide a brief description of the goods or services received.

Amount/Fair Market Value

Report the value of the nonmonetary contribution received. (See Chapter 3 for assistance in determining the fair market value of a nonmonetary contribution.)

Cumulative to Date

Enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) received from the contributor during the calendar year covered by the statement.

State candidates are also required to report the amount received per contributor per election. For each itemized contribution, disclose the type of election, the year of the election, and the amount received from the contributor for that election. For example, an Assembly candidate who receives advertising space worth \$7,200 intended for both the primary and general elections would disclose per election amounts of \$3,600 P-year of the election and \$3,600 G-year of the election. These figures may include amounts received in different calendar years. (See Schedule A instructions earlier in this chapter for examples.)

Schedule C Summary

The total of nonmonetary contributions reported on Line 3, Schedule C summary section, is reported on the Form 460 Summary Page as both a contribution (Line 4, Column A) and an expenditure (Line 10, Column A).

Answering Your Questions

- Q. *What is the value of the time provided by a graphic artist who volunteers to design a logo for our committee?*
- A. The artist's time is not reportable because it constitutes volunteer personal services.

However, if the artist is an employee of a business and spends more than 10% of his or her compensated time in a calendar month working on the design, the paid compensation becomes a nonmonetary contribution from the artist's employer.

- Q. *How do I determine the fair market value of a mailing list provided by another committee?*
- A. The most common way to determine the value is to contact a business from which similar mailing lists can be obtained.


Candidates also are prohibited from using campaign funds to make independent expenditures in support of or opposition to another candidate.

Do not report payments made to support the controlling candidate's own candidacy, or to oppose the candidate's opponent(s) on Schedule D. Use Schedule E instead.

Schedule D – Expenditures Supporting/ Opposing Other Candidates, Measures, and Committees

Schedule D is a summary of payments reported on Schedules E, F, and H that are contributions or independent expenditures to support or oppose other candidates, measures, and committees. Types of expenditures include:

- A monetary contribution or loan to another candidate or committee.
- A payment to a vendor for goods or services for a candidate or committee (i.e., a nonmonetary contribution).
- A donation to a candidate or committee of goods on hand, or the payment of salary or expenses for a campaign employee who spends more than 10% of his or her compensated time in a calendar month working for another candidate or committee.
- A payment for a communication (e.g., a mailing, billboard, radio ad) that expressly advocates the election/passage or defeat of a clearly-identified candidate or ballot measure, but the payment is not made to, or at the behest of, the candidate or ballot measure committee. (See Chapter 4 regarding independent expenditures.)

 **Quick TIP** Contributions from a state candidate to another state candidate are subject to limits. (See Chapter 1.)

**Form 460
Schedule D**

Schedule D Summary of Expenditures Supporting/Opposing Other Candidates, Measures and Committees				Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE D CALIFORNIA FORM 460 Page <u>9</u> of <u>14</u>	
SEE INSTRUCTIONS ON REVERSE NAME OF FILER Stamos for Superintendent of Public Instruction						I.D. NUMBER 1002244			
DATE	NAME OF CANDIDATE, OFFICE, AND DISTRICT, OR MEASURE NUMBER OR LETTER AND JURISDICTION, OR COMMITTEE	TYPE OF PAYMENT	DESCRIPTION (IF REQUIRED)	AMOUNT THIS PERIOD	CUMULATIVE TO DATE CALENDAR YEAR (JAN. 1 - DEC. 31)	PER ELECTION TODATE (IF REQUIRED)			
8/3	Committee to Support Early Education Programs, Yes on Measure C 800 Richards Blvd. Davis, CA 95616 <input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose	<input checked="" type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure		\$100	\$500				
8/12	Committee to Support Early Education Programs, Yes on Measure C 800 Richards Blvd. Davis, CA 95616 <input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose	<input checked="" type="checkbox"/> Monetary Contribution <input type="checkbox"/> Nonmonetary Contribution <input type="checkbox"/> Independent Expenditure	Loan	\$400	\$500				
SUBTOTAL				\$ 500					

Schedule D Summary	
1. Itemized contributions and independent expenditures made this period. (Include all Schedule D subtotals.)	\$ 500
2. Unitemized contributions and independent expenditures made this period of under \$100	\$ - 0 -
3. Total contributions and independent expenditures made this period. (Add Lines 1 and 2. Do not enter on the Summary Page.)	TOTAL \$ 500

How to Complete Schedule D Summary of Expenditures Supporting/ Opposing Other Candidates, Measures, and Committees

Date

Report the date the contribution or independent expenditure was made. A monetary contribution is made on the date it is mailed, delivered, or otherwise transmitted to the officeholder, candidate, or committee.

A nonmonetary contribution is made on the earlier of the following:

- The date an expenditure is made for the goods or services; or
- The date the candidate, committee, or an agent obtains possession or control of the goods or services.

Example *Your committee, working on behalf of Friends of the Forest, arranges for the mailing of a campaign piece supporting their issue. The mailer is sent to voters directly from the mail house on September 4. On September 6, the mail*

house submits to you an invoice for payment. Your committee made a nonmonetary contribution to Friends on September 4 (the date Friends received the benefit of the expenditure).

An independent expenditure is made on the date the communication is mailed, delivered, broadcast, or otherwise disseminated to the public.

The payment for a communication which is never transmitted is not an independent expenditure and need not be reported on Schedule D. Report the expenditure on Schedule E.

Candidate and Office, Measure and Jurisdiction, or Committee

If a total of \$100 or more is contributed or expended during a calendar year to support or oppose a single candidate, ballot measure, or a general purpose committee (e.g., a political party), disclose the name of the candidate and the office sought or held, the number or letter and jurisdiction of the ballot measure, or the name of the general

purpose committee. For each candidate or measure listed, indicate whether the payment was made to support or oppose the candidate or measure.

Type of Payment

Check one of the boxes indicating the type of payment. If the payment is a nonmonetary contribution, provide a description of the payment.

Amount This Period

Provide the amount(s) of contributions or independent expenditures made this period relative to each candidate, measure, or committee.

Example *Committee to Elect Waters to the Assembly made a \$100 contribution to Committee to Support Bike Lanes, Yes on Measure C on October 3. In addition to reporting it on Schedule D, the expenditure is also reported on Schedule E.*

Cumulative to Date Calendar Year

Report the cumulative amount contributed to or expended to support or oppose each itemized candidate, ballot measure, or committee since January 1 of the current calendar year.

If contributions are made to more than one election committee controlled by the same candidate, report the total amount contributed to all of the committees. Do not cumulate contributions made to a candidate and to that candidate's controlled ballot measure committee.

Example *Tyson Tribe has two committees: one for his 2006 election campaign to the Assembly, and one to raise funds for reelection in 2008. If your committee contributes to both, the amounts you contribute are cumulated on Schedule D.*

Per Election to Date

Report the cumulative amount per election that has been contributed to each candidate that is subject to state contribution limits.

Contribution of Goods When No Payment Is Made

If goods on hand are contributed to another candidate or committee (e.g., paper, copier), describe the goods or services in the "Description" column, and disclose the fair market value of the contribution.

If, during a calendar year, an officeholder or candidate uses **personal** funds to make contributions of \$10,000 or more, or independent expenditures of \$1,000 or more, to support or oppose **other** officeholders, candidates, committees, or ballot measures (including a controlled ballot measure committee), the candidate must file a Major Donor and Independent Expenditure Committee Campaign Statement (Form 461). These payments are not reported on Schedule D. (See FPPC's Information Manuals for Major Donor and Independent Expenditure Committees for reporting information.)

Answering Your Questions

- Q. *Must a candidate file Form 461 (Major Donor and Independent Expenditure Committee Campaign Statement) if he or she makes personal contributions to his or her controlled campaign committee of \$10,000 or more?*
- A. No.
- Q. *Must the spouse of a candidate file Form 461 if he or she makes personal contributions to his or her spouse's campaign of \$10,000 or more?*
- A. If the spouse makes contributions from community funds, the spouse is not required to file Form 461. If the spouse makes contributions from legally separate funds, Form 461 is required.

Q. *Must a candidate file Form 461 if he or she makes personal contributions to his or her controlled **ballot measure committee** of \$10,000 or more?*

A. Yes.

Q. *Must a candidate file Form 461 if he or she makes personal contributions to other candidates and committees which total less than \$10,000, and makes contributions to his or her own committee, and all contributions combined equal \$10,000 or more?*

A. No.

Schedule E – Payments Made and Schedule F – Accrued Expenses (Unpaid Bills)

An expenditure is “made” on the date the payment is made or the date the committee receives the goods or services, whichever is earlier. Expenditures of campaign funds must have a political, legislative, or governmental purpose. (See Chapter 10.)

Use Schedule E to report money spent by the committee during the reporting period. Do not use Schedule E to report the repayment of loans received; use Schedule B, Part 1 instead. Also, do not use Schedule E when reporting loans made to other candidates, officeholders, and committees; use Schedule H instead.

Use Schedule F to report amounts owed by the committee for goods or services received but not paid for by the end of the reporting period.

Example *During October and November, you:*

- (a) Paid a deposit on a room for a fundraiser to be held January 10;*
- (b) Ordered and received the fundraiser invitations for which you were billed but had not made a payment by December 31; and*

(c) Ordered, but did not receive, flowers for the fundraiser for which you will be billed at the end of January.

On your semi-annual statement covering the period ending December 31, report the payment for the room deposit on Schedule E. Because you received the invitations but had not paid for them by December 31, disclose the outstanding amount on Schedule F. The cost of the flowers will not be reported until the next reporting period because you did not pay for nor receive the flowers during the period covered by the statement.

Unpaid administrative overhead expenses of the committee, such as rent, utilities, phones, or employee salaries, need not be reported on Schedule F if the committee has not received a bill in the normal course of business or if the due date for the payment is after the closing date of the statement. Regular administrative overhead does not include contracts for services such as accounting, legal, campaign consulting, and public relations.

Example *On June 15, your committee received two bills for June services. One bill was from an outside accounting firm and the other was for office rent. The due date for both invoices is July 15. If, on June 30, the committee has not paid the two bills, the bill from the outside accounting firm is reported on Schedule F as an accrued expense on your semi-annual statement; the rent bill, however, is not.*

General Rules

Information Required

Itemize each payment or accrued expense of \$100 or more to a single payee, and any payments totaling \$100 or more for a single product or service made during the period.

If the committee has entered into an agreement to make payments over time for a product or service, other than general

administrative expenses such as rent and utilities, the unpaid balance may be reportable on Schedule F as an accrued expense.

Savings Accounts/Certificates of Deposit/ Money Market Accounts

Do not report on Schedule E the transfer of campaign funds into a savings account, certificate of deposit, money market account, or the purchase of any other asset that can be readily converted to cash. Report these amounts as cash on hand on the Summary Page, Line 16.

Transfers

Report transfers of funds to another committee controlled by the candidate on Schedule E. (For more information on transfers and carryover between a state candidate's own committees, see Chapter 1.)

Contributions and Independent Expenditures

If the committee makes contributions to support or oppose other candidates, officeholders, or committees, or independent expenditures to support or oppose ballot measures, in addition to reporting the payments or accrued expenses on Schedule E or F, complete Schedule D. For payments made for goods or services that are nonmonetary contributions or independent expenditures, also identify the candidate, committee, or ballot measure supported or opposed by the expenditure in the "Description of Payment" column on Schedule E or F.

Subvendor Payments

Whenever an agent or independent contractor (such as a campaign worker, consulting firm, or advertising agency) makes an expenditure, or incurs a debt, of \$500 or more on behalf of the committee, the expenditure must be reported in the same

detail as if it had been made directly by the committee. These are commonly known as "subvendor payments." Following are some examples of the types of subvendor payments that must be itemized.

- Development of campaign strategy;
- Design or management of campaign literature or advertising;
- Advertising time or space; and
- Surveys, polls, signature gathering, and door-to-door solicitation of voters.

Agents and independent contractors must provide the committee with the required payment information **no later than** three working days prior to when the campaign statement must be filed (or within 24 hours for a late contribution or a late independent expenditure). Expenditures made by the agent or independent contractor for its own overhead and operating expenses need not be itemized. The committee also must obtain and keep receipts, invoices, and other documentation of subvendor payments. (See Chapter 2.)

In many cases, funds paid to an agent or independent contractor in one reporting period will not be used by the agent or contractor until a subsequent reporting period. Report payments to the agent/contractor on Schedule E of the campaign statement covering the period in which the payment was made. When the agent/contractor spends the money, report subvendor payments on the campaign statement covering the period in which the agent/contractor made the expenditures; itemize payments made by the agent/contractor of \$500 or more.

Subvendor payments are most commonly reported on Schedule G, but may be reported on Schedule E or F along with the payment made or owed to the agent/contractor. When itemizing subvendor payments on Schedule E or F, do not include

the payments in the “Amount Paid” column, as this will inflate expenditure totals.

(Example) *An agent purchased \$535 worth of flowers, \$250 worth of postage, and \$100 worth of balloons for a fundraiser. Itemize the agent’s name and address on Schedule E (or Schedule F if the agent was not reimbursed during the reporting period), provide a code or a description of the expenditures, and the amount being reimbursed: \$885. In addition, on Schedule G, itemize the name and address of the florist, enter the code FND or provide a description of the expenditure, and the amount paid to the florist: \$535.*

Credit Card Payments

When reporting payments to a credit card company, report the name, street address, city, state, zip code, and the amount of payment. In addition, provide the name, street address, city, state, and zip code of any vendor that received \$100 or more, the amount paid to each vendor itemized, and a code or description of the payment. If a payment on the credit card has not been made by the end of the reporting period, or only partial payment has been made, report the amount outstanding to the credit card company on Schedule F. Payments to the credit card company should be reflected on Schedule E, when payments are made, and Schedule F, when there is a balance still owing at the end of the reporting period. Vendors are not required to be listed more than one time.

(Example) *Sandra’s committee for Assembly used the campaign credit card on December 28 at two different vendors to purchase office supplies and to have invitations to a fundraiser printed. The printing job cost \$560, while the office supplies were under \$100. Since the committee did not make a payment on the credit card by December 31, the end of the*

reporting period, the amount owed is reported on Schedule F. In addition to the total amount owed to the financial institution that issued the credit card, the committee also itemizes the printer, since the amount owed is \$100 or more. The committee will report payments it makes to the financial institution, but does not reitemize any vendors.

Contingency Payments

If the committee has entered into an agreement to pay a contingency fee, such as a bonus to a consultant if the campaign is successful, report the fee amount on Schedule F **only** if it is outstanding at the end of the campaign. The fee is not required to be reported as an accrued expense until it is due.

Reimbursements

Candidates

Candidates may not use their personal funds for campaign expenses (except for filing and ballot statement fees) without first depositing them into the campaign bank account.

Volunteers, Employees, Agents, and Contractors

Volunteers (including a candidate’s spouse), employees, and agents or independent contractors, e.g., a consultant or an advertising agent, may be reimbursed for goods, services, or travel expenses when the following criteria are met:

- The treasurer is provided with a dated receipt and a written description of each expenditure prior to reimbursement;
- The reimbursement is paid within 45 calendar days after the expenditures are made; and
- There is a written contract between the committee and the agent/independent contractor providing for the reimbursement

Chapter 7 — Committee Report

of expenditures. (Volunteers and employees do not need a written contract.)

If the reimbursement does not occur within 45 calendar days, the expenditure is considered a nonmonetary contribution from the volunteer, paid employee, or agent/independent contractor, unless the person seeking reimbursement has made a good faith effort to obtain reimbursement and is unable to collect from the committee.

Officeholders

Officeholders may be reimbursed for expenses related to holding office paid for from personal funds when the following criteria are met: (See Chapter 10.)

- The officeholder provides the committee's treasurer with a dated receipt and a written description of the expenditure; and
- Reimbursement occurs:
 - For a monetary expenditure: Within 90 calendar days after the officeholder incurs the expense.
 - For a credit card or charge account: Within 90 calendar days of the end of the billing period.

If the reimbursement does not occur within the 90-day period, the amount must be reported as a nonmonetary contribution from the officeholder to the committee and no reimbursement may occur.

An officeholder may be reimbursed from either the controlled committee campaign bank account established for election to the incumbent term of office, from an officeholder account established for that office, or from a controlled committee bank account established for a different election to the same office, if all of the conditions mentioned above are met. When reporting reimbursements to the officeholder, subvendor payments of \$100 or more must be itemized.

Form 460 Schedule E

Schedule E Payments Made		Statement covers period from 7/1/2010 through 9/30/2010		SCHEDULE E CALIFORNIA FORM 460 Page 10 of 14 I.D. NUMBER 1002244																												
SEE INSTRUCTIONS ON REVERSE																																
NAME OF FILER Stamos for Superintendent of Public Instruction																																
<p>CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.</p> <table border="0"> <tr> <td>CMP campaign paraphernalia/misc.</td> <td>MBR member communications</td> <td>RAD radio airtime and production costs</td> </tr> <tr> <td>CNS campaign consultants</td> <td>MTO meetings and appearances</td> <td>RFD returned contributions</td> </tr> <tr> <td>CTB contribution (explain non-monetary)</td> <td>OPC office expenses</td> <td>SAL campaign salaries</td> </tr> <tr> <td>CVC civic donations</td> <td>PET petition circulating</td> <td>TEL tv or cable airtime and production costs</td> </tr> <tr> <td>FIL candidate filing/ballot fees</td> <td>PHD phone banks</td> <td>TRC candidate travel, lodging, and meals</td> </tr> <tr> <td>FND fundraising events</td> <td>POL polling and survey research</td> <td>TRS staff/pouse travel, lodging, and meals</td> </tr> <tr> <td>IND independent expenditures supporting/opposing others (explain)</td> <td>POS postage, delivery and messenger services</td> <td>TSF transfer between committees of the same candidate/sponsor</td> </tr> <tr> <td>LEG legal defense</td> <td>PRO professional services (legal, accounting)</td> <td>VOT voter registration</td> </tr> <tr> <td>UT campaign literature and mailings</td> <td>PRT print ads</td> <td>WEB information technology costs (internet, e-mail)</td> </tr> </table>						CMP campaign paraphernalia/misc.	MBR member communications	RAD radio airtime and production costs	CNS campaign consultants	MTO meetings and appearances	RFD returned contributions	CTB contribution (explain non-monetary)	OPC office expenses	SAL campaign salaries	CVC civic donations	PET petition circulating	TEL tv or cable airtime and production costs	FIL candidate filing/ballot fees	PHD phone banks	TRC candidate travel, lodging, and meals	FND fundraising events	POL polling and survey research	TRS staff/pouse travel, lodging, and meals	IND independent expenditures supporting/opposing others (explain)	POS postage, delivery and messenger services	TSF transfer between committees of the same candidate/sponsor	LEG legal defense	PRO professional services (legal, accounting)	VOT voter registration	UT campaign literature and mailings	PRT print ads	WEB information technology costs (internet, e-mail)
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NAME AND ADDRESS OF PAYEE (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR	DESCRIPTION OF PAYMENT	AMOUNT PAID																													
California Credit Union (Mastercard) 544 So. Oak Street Sun City, CA 95886			\$12,600																													
Subvendor: Sunshine Press \$12,000 642 Lincoln Way Playa del Sol, CA 95889	LIT																															
Committee to Support Early Education Programs, Yes on Measure C 555 Westhaven Street Playa del Sol, CA 95888	CTB	ID #206703 City of Playa del Sol	\$100																													
Conseco & Schwartz Consultants 161 P Street Sacramento, CA 95814	PRO	See Schedule G for subvendors	\$15,000																													
Renaldo Stamos 1600 17th Street Torrance, CA 90505		Reimbursement of filing fee	\$1,300																													
* Payments that are contributions or independent expenditures must also be summarized on Schedule D.			SUBTOTAL \$ 29,000																													
Schedule E Summary																																
1. Itemized payments made this period. (Include all Schedule E subtotals.)			\$ 29,000																													
2. Unitemized payments made this period of under \$100			\$ -0-																													
3. Total interest paid this period on loans. (Enter amount from Schedule B, Part 1, Column (e).)			\$ 100																													
4. Total payments made this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Column A, Line 6.)			TOTAL \$ 29,100																													

How to Complete Schedule E Payments Made

Name and Address of Payee

Itemize each payment of \$100 or more made to a single payee during the reporting period, and any payments totaling \$100 or more made during the period for a single product or service. Include the name, street address, city, state, and zip code of the payee. Do not use a post office box number when reporting the address of a payee or creditor.

Code or Description of Payment

When itemizing payments, provide either a code or a description of the payment. (Expenditure codes are explained in detail in the Form 460, Schedule E instructions.) If none of the codes listed on Schedule E fully explains the expenditure, leave the code column blank and provide a brief description of the goods or services purchased.

If several expenditures are made to one vendor during the same reporting period, all of the payments to the vendor may be

reported in a single record. When coding the expenditures, use the code that represents the largest share of the expenditures, and the description field for the other codes or a description. Alternatively, each expenditure may be reported separately by category.

Payment of Accrued Expenses

When paying accrued expenses previously reported on Schedule F, report all payments on Schedule E, itemizing at \$100. Subvendor information is only required to be reported once, and does not need to be reitemized on Schedule E if it was disclosed on Schedule F of a previous report.

Schedule E Summary

The total amount of expenditures is reported on Line 4 of the summary section of Schedule E and on the Form 460 Summary Page, Column A, Line 6. If the committee is paying interest on an outstanding loan, in addition to reporting the amount on Schedule B, Part 1, Column (e), also report the amount on Line 3 of the summary section of Schedule E.

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Form 460 Schedule F

Schedule F Accrued Expenses (Unpaid Bills)		Type or print in ink. Amounts may be rounded to whole dollars.	Statement covers period from 7/1/2010 through 9/30/2010	CALIFORNIA FORM 460	
SEE INSTRUCTIONS ON REVERSE			Page 11 of 14	I.D. NUMBER 1002244	
NAME OF FILER Stamos for Superintendent of Public Instruction					
CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment. CMP campaign paraphernalia/misc. MBR member communications RAD radio airtime and production costs CNS campaign consultants MTO meetings and appearances RFD returned contributions CTB contribution (explain nonmonetary)* OFC office expenses SAL campaign workers' salaries CVC civic donations PET petition circulating TEL t.v. or cable airtime and production costs FIL candidate filing/ballot fees PHO phone banks TRC candidate travel, lodging, and meals FND fundraising events POL polling and survey research TRS staff/expense travel, lodging, and meals IND independent expenditure supporting/opposing others (explain)* POS postage, delivery and messenger services TSF transfer between committees of the same candidate/sponsor LEG legal defense PRO professional services (legal, accounting) VOT voter registration LIT campaign literature and mailings PRT print ads WEB information technology costs (internet, e-mail)					
NAME AND ADDRESS OF CREDITOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CODE OR DESCRIPTION OF PAYMENT	(a) OUTSTANDING BALANCE BEGINNING OF THIS PERIOD	(b) AMOUNT INCURRED THIS PERIOD	(c) AMOUNT PAID THIS PERIOD (ALSO REPORT ON E)	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
Sunflowers & More 691 Sunny Meadows Way Mountain View, CA 94043	FND	\$200	0	\$200	0
Bank of the Sun (Visa) 530 So. Oak Street Redding, CA 96002		0	\$1,000	0	\$1,000
Subvendor: Carla's Cards \$580 749 Seashore Drive Santa Cruz, CA 95060	LIT				
SUBTOTALS		\$ 200	\$ 1,000	\$ 200	\$ 1,000
* Payments that are contributions or independent expenditures must also be summarized on Schedule D.					
Schedule F Summary					
1. Total accrued expenses incurred this period. (Include all Schedule F, Column (b) subtotals for accrued expenses of \$100 or more, plus total unitemized accrued expenses under \$100.)			INCURRED TOTALS \$ 1,000		
2. Total accrued expenses paid this period. (Include all Schedule F, Column (c) subtotals for payments on accrued expenses of \$100 or more, plus total unitemized payments on accrued expenses under \$100.)			PAID TOTALS \$ 200		
3. Net change this period. (Subtract Line 2 from Line 1. Enter the difference here and on the Summary Page, Column A, Line 9.)			NET \$ 800		

How to Complete Schedule F Accrued Expenses (Unpaid Bills)

Name and Address of Creditor

Itemize each accrued expense of \$100 or more owed to a single creditor. Provide the name, street address, city, state, and zip code of the creditor. Do not use post office box numbers. Continue to list an unpaid bill until it is paid.

Code or Description of Payment

When itemizing accrued expenses, provide either a code or a description of the outstanding payment. (Expenditure codes are explained in detail in the Form 460, Schedule E instructions.) If none of the codes listed on Schedule F fully explains the outstanding payment, leave the code column blank and provide a brief description of the goods or services.

If several accrued expenses are owed to one vendor during the same reporting period, all of the accrued expenses to the vendor may

be reported in a single record. When coding accrued expenses, use the code that represents the largest share of the accrued expenses, and the description field for the other codes or a description. Alternatively, each expenditure may be reported separately by category.

Amount Columns

For each itemized accrued expense, report any outstanding balance remaining for the accrued expense from the previous period in column (a), the amount of new accrued expenses incurred this period in column (b), the amount paid this period in column (c), and any outstanding balance at the close of the period in column (d).

When payments on accrued expenses are made, in addition to itemizing payments of \$100 or more on Schedule F, itemize the payments on **Schedule E**. Include unitemized payments on accrued expenses on Line 2 of the summary section of Schedule E.

Estimating Accrued Expenses

If the exact amount of a debt or obligation is unknown, an estimate may be reported. When the exact amount is known the committee must 1) amend the statement on which the estimated amount was reported; or 2) make an adjustment on the next campaign statement by showing the difference between the estimated amount and the actual amount in column (b), Amount Incurred This Period. If the actual amount is less than the estimate, the amount listed in column (b) should be a negative number and subtracted from the totals. When reporting estimated amounts or corrections to estimated amounts, note that fact on the campaign statement.

Example *On its second preelection statement, the Richards for Treasurer committee reported an estimated accrued expense of \$5,000 owed to ABC Printing. An invoice was received during the next reporting period showing the actual amount owed as \$4,500. On Schedule F, column (a) of its next statement, the committee will report an outstanding accrued expense of \$5,000. In column (b), the amount incurred this period will be a negative \$500. The committee paid the entire bill and therefore will report \$4,500 as paid this period in column (c), with a zero balance in column (d).*

Forgiven Accrued Expenses or Third Party Payments

If a creditor reduces or forgives a debt previously reported on Schedule F, or if another person pays a debt for the committee:

- Indicate that the debt was forgiven, reduced, or paid by a third party and write “See Schedule C” in the “Description of Payment” column. Also report the creditor/payor and the amount as a nonmonetary contribution on Schedule C.
- Report the amount forgiven, reduced, or paid by a third party in the “Amount Paid This Period” column and indicate that it

was a forgiveness or third party payment **or** report the amount as a negative number in the “Amount Incurred This Period” column. Do not report the amount on Schedule E.

Extensions of Credit as Contributions

When there is an agreement with the provider of goods or services that the committee will pay for goods or services on credit, the goods or services may become a contribution to the candidate and be subject to contribution limits if the debt remains unpaid after 45 days. (See Chapter 3.) If a contribution in the form of an extension of credit has previously been reported on Schedule F as an accrued expense, disclose the creditor and the amount as a nonmonetary contribution on Schedule C. On Schedule F, indicate that the debt has become a contribution, showing the amount as a negative number in the “Amount Incurred This Period” column.

Outstanding Accrued Expenses

Line 9, Column B of the Summary Page should reflect the total of all outstanding accrued expenses. Accrued expenses are carried forward on future statements until paid.

Schedule F Summary

Line 3 of the summary section of Schedule F will be a negative amount when payments on accrued expenses are more than the amount of new accrued expenses. Transfer the amount to the Summary Page, Column A, Line 9 as a negative amount and subtract it from the figure in Column B of the previous campaign statement to determine the figure for Column B, Line 9 of this statement.

Answering Your Questions

- Q. *When are unpaid bills reportable as accrued expenses?*
- A. The basic rule is that you must report an accrued expense any time you have

received goods or services but have not paid for them by the end of the reporting period.

- Q. *What if I have not received an invoice from the vendor yet?*
- A. If you have received the goods or services, you must report the accrued expense even if you have not received an invoice. If you do not know the exact amount, you may estimate the amount of the expense. When reporting an estimate, note that fact on Schedule F.
- Q. *We have a contract to pay our campaign consultant \$1,000 per month. If the closing date of the campaign statement falls during the middle of the month, say March 17, must we report an accrued expense for the period March 1 through March 17?*
- A. No. When you have agreed in writing to pay a contractor a set amount at regular intervals, it is not necessary to prorate the amount owed to the contractor if the reporting period closes before the end of the contract period.
- Q. *When an accrued expense is owed and there are subvendor payments, when are the subvendors reported? For example, if we report an accrued expense owed on a credit card and list the subvendors, must we reitemize the subvendors again on Schedules E and F when the accrued expense is paid?*
- A. No. It is not necessary to reitemize subvendors when payments are made on accrued expenses, or if an accrued expense is reported on more than one statement. In this example, the subvendors must be reported on the first statement disclosing the accrued expense owed to the credit card company. On subsequent statements, only the credit card company must be itemized.

**Form 460
Schedule G**

Schedule G Payments Made by an Agent or Independent Contractor (on Behalf of This Committee)		<small>Type or print in ink. Amounts may be rounded to whole dollars.</small>	<small>Statement covers period</small> <small>from</small> 7/1/2010 <small>through</small> 9/30/2010	<small>SCHEDULE G</small> CALIFORNIA FORM 460 <small>Page 12 of 14</small> <small>I.D. NUMBER</small> 1002244
<small>SEE INSTRUCTIONS ON REVERSE</small> <small>NAME OF FILER</small> Stamos for Superintendent of Public Instruction				
<small>NAME OF AGENT OR INDEPENDENT CONTRACTOR</small> Conesco & Schwartz Consultants				
<small>CODES: If one of the following codes accurately describes the payment, you may enter the code. Otherwise, describe the payment.</small> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <small>CMP campaign paraphernalia/misc.</small> <small>CNS campaign consultants</small> <small>CTB contribution (explain nonmonetary)*</small> <small>CVC civic donations</small> <small>FIL candidate filing/ballot fees</small> <small>FND fundraising events</small> <small>IND independent expenditure supporting/opposing others (explain)*</small> <small>LEG legal defense</small> <small>LIT campaign literature and mailings</small> </div> <div style="width: 33%;"> <small>MBR member communications</small> <small>MTG meetings and appearances</small> <small>OFC office expenses</small> <small>PET petition circulating</small> <small>PHO phone banks</small> <small>POL polling and survey research</small> <small>POS postage, delivery and messenger services</small> <small>PRO professional services (legal, accounting)</small> <small>PRT print ads</small> </div> <div style="width: 33%;"> <small>RAD radio airtime and production costs</small> <small>RFD returned contributions</small> <small>SAL campaign workers' salaries</small> <small>TEL t.v. or cable airtime and production costs</small> <small>TRC candidate travel, lodging, and meals</small> <small>TRS staff/spouse travel, lodging, and meals</small> <small>TSF transfer between committees of the same candidate/sponsor</small> <small>VOT voter registration</small> <small>WEB information technology costs (internet, e-mail)</small> </div> </div>				
<small>* Payments that are contributions or independent expenditures must also be summarized on Schedule D.</small>				
<small>NAME AND ADDRESS OF PAYEE OR CREDITOR (IF COMMITTEE ADDRESS IS DIFFERENT, INDICATE)</small> Rojas & Associates, CPA 676 Rue Le Soleil Playa del Sol, CA 95888	PRO	<small>DESCRIPTION OF PAYMENT</small>	\$6,000	
Valley News 1825 Sunflower Drive Strand, CA 95889	PRT		\$5,000	
<small>Attach additional information on appropriately labeled continuation sheets.</small>			TOTAL* \$ \$11,000	

* Do not transfer to any other schedule or to the Summary Page. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule E.

Schedule G – Payments Made by an Agent or Independent Contractor

Use Schedule G to report payments made on behalf of the committee by agents (such as campaign workers) and independent contractors (such as a consulting firm or an advertising agency). This schedule may be used in lieu of itemizing these amounts on Schedule E or F.

General Rules**Who Completes Schedule G**

Schedule G may be completed by the agent or independent contractor and given to the committee, or it may be completed by the committee from information provided by the agent or independent contractor.

Deadline

Agents and independent contractors must provide the committee with the required payment information no later than three working days prior to the filing deadline of the campaign statement (or within 24 hours for a late contribution or late independent expenditure).

How to Complete Schedule G**Name and Address of Payee or Creditor**

Itemize payments of \$500 or more made by the agent or independent contractor. Provide the name, street address, city, state, and zip code of the payee. Do not use post office box numbers.

See the general rules for Schedules E and F instructions for additional information.

Do not transfer Schedule G totals to any other schedule or to the Summary Page.

Chapter 7 — Committee Report

Form 460 Schedule H

Schedule H Loans Made to Others*		Type or print in ink. Amounts may be rounded to whole dollars.		Statement covers period from <u>7/1/2010</u> through <u>9/30/2010</u>		SCHEDULE H CALIFORNIA FORM 460		
SEE INSTRUCTIONS ON REVERSE				Page <u>13</u> of <u>14</u>		I.D. NUMBER 1002244		
NAME OF FILER Stamos for Superintendent of Public Instruction								
FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT (IF COMMITTEE ALSO ENTER I.D. NUMBER)	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	(a) OUTSTANDING BALANCE BEGINNING THIS PERIOD	(b) AMOUNT LOANED THIS PERIOD	(c) REPAYMENT OR FORGIVENESS* THIS PERIOD*	(d) OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD	(e) INTEREST RECEIVED	(f) ORIGINAL AMOUNT OF LOAN	(g) CUMULATIVE LOANS TO DATE
Committee to Support Early Education Programs, Yes on Measure C 800 Richards Blvd. Davis, CA 95616 ID #206703		\$ - 0 -	\$ 400	<input type="checkbox"/> PAID \$ - 0 - <input type="checkbox"/> FORGIVEN \$ - 0 -	\$ 400 None DATE DUE	5 PER \$ - 0 -	\$ 400 8/12/10 DATE INCURRED	CALENDAR YEAR \$ 400 PER ELECTION**
*Loans that are contributions to another candidate or committee must also be summarized on Schedule D. Loans forgiven must also be reported on Schedule E.		SUBTOTALS		\$ 400	\$ - 0 -	\$ 400	\$ - 0 -	
Schedule H Summary								(Enter (g) on Schedule I, Line 3)
1. Loans made this period (Total Column (b) plus unitemized loans of less than \$100.)				\$ 400				***Required
2. Payments received on loans (Total Column (c) plus unitemized payments of less than \$100.)				\$ - 0 -				
3. Net change this period. (Subtract Line 2 from Line 1.) (Enter the net here and on the Summary Page, Column A, Line 7.)				NET \$ 400				

Schedule H – Loans Made to Others

Schedule H is for reporting loans made by the committee. Outstanding loans are reported on each campaign statement until they are paid.

General Rules

Generally, campaign funds may be used to make loans to other candidates, officeholders, or bona fide charitable, educational, civic, religious, or similar tax-exempt non-profit organizations. There are restrictions on loans to any other person, including a candidate who controls the committee, or to a non-profit organization that is affiliated with a candidate, the treasurer, or other committee officials.

Because a loan is considered a contribution, loans to candidates are subject to applicable state or local contribution limits. (See Chapter 1.)

How to Complete Schedule H

Recipient Information

For each loan of \$100 or more that was made or was outstanding during the

reporting period, disclose the recipient's name and address and, if the recipient is an individual, his or her occupation and employer or, if self-employed, the name of the business.

(a) Outstanding Balance Beginning This Period

Enter the outstanding loan balance at the beginning of this reporting period (Column (d) of the last report filed). If the loan was received this period, Column (a) should be left blank.

(b) Amount Loaned This Period

Enter the amount loaned to the recipient during this reporting period. If this loan was made in a previous reporting period, Column (b) should be left blank.

(c) Repayment or Forgiveness This Period

Enter the amount of any reduction of the loan during this reporting period. Indicate whether the loan was paid or forgiven. If the committee forgives a loan, also report the transaction on Schedule E and, if the recipient of the loan is a candidate or

committee, report the forgiveness as a contribution on Schedule D.

(d) Outstanding Balance at Close of This Period

Enter the outstanding balance of the loan at the close of this reporting period. Enter the due date, if any.

(e) Interest Received

Enter the interest rate and amount of interest received on the loan during this reporting period. Interest received is reported separately from payments received on the loan principal. Interest received is also transferred to the Schedule I Summary.

(f) Original Amount of Loan

Enter the original amount of the loan and the date it was made. If this is the first time the loan is being reported, this will be the same amount as reported in Column (b).

(g) Cumulative Loans to Date

For each loan made during this reporting period that is a contribution, enter the cumulative amount of contributions (including loans, loan guarantees, monetary and nonmonetary contributions) made to the recipient during the calendar year covered by the statement. If the recipient is subject to state contribution limits, also enter the total amount contributed in connection with each election and identify the election year. (Loans to candidates or other committees must also be reported on Schedule D.)

Schedule H Summary

Line 3 of the summary section of Schedule H will be a negative amount when payments received this period are greater than the amount of new loans made. Transfer the amount to the Summary Page, Column A, Line 7 as a negative figure and subtract this amount from the figure in Column B, Line 7 on the previous statement filed to determine the amount to report in this statement's Column B, Line 7 of this statement.

Schedule I – Miscellaneous Increases to Cash

Report on Schedule I increases to the committee's cash position that are not monetary contributions, loans, or repayments of loans made to others.

Examples

- Proceeds, up to the fair market value, of items sold at a garage sale or auction.
- Refunds received on deposits, such as a telephone or room rental deposit or from over-payment of bills.
- Interest received or credited to a checking or savings account or other time deposit.
- Interest payments received on loans made to others.
- Receipts from the sale of committee assets.
- Transfers of funds received by a controlled committee from another committee controlled by the same candidate. However, see Chapter 1 for reporting transferred funds subject to attribution.

Donated Items

When reporting sources who have purchased donated items, e.g., items sold at a garage sale, report the amount received, up to the fair market value, on Schedule I. Any amount in excess of the fair market value is a contribution and reported on Schedule A.

Example *Gail Winds purchased a television donated by Seaside TV Sales at your committee's garage sale. The donated television was previously reported on Schedule C with a fair market value of \$1,000. Gail paid \$1,100 for the television. Report the fair market value of \$1,000 on Schedule I and itemize the additional \$100, the amount over*

Chapter 7 — Committee Report

Form 460 Schedule I

Schedule I Miscellaneous Increases to Cash		Type or print in ink. Amounts may be rounded to whole dollars.	Statement covers period from 7/1/2010 through 9/30/2010	SCHEDULE I CALIFORNIA FORM 460 Page 14 of 14 I.D. NUMBER 1002244
SEE INSTRUCTIONS ON REVERSE				
NAME OF FILER Stamos for Superintendent of Public Instruction				
DATE RECEIVED	FULL NAME AND ADDRESS OF SOURCE (IF COMMITTEE ALSO ENTER I.D. NUMBER)	DESCRIPTION OF RECEIPT		AMOUNT OF INCREASE TO CASH
9/20	Hyatt 1209 L Street Sacramento, CA 95814	Refund of deposit		\$450
Attach additional information on appropriately labeled continuation sheets.				SUBTOTAL \$ 450
Schedule I Summary				
1. Itemized increases to cash this period.				\$ 450
2. Unitemized increases to cash of under \$100 this period.				\$ 50
3. Total of all interest received this period on loans made to others. (Schedule H, Column (e).)				\$ - 0 -
4. Total miscellaneous increases to cash this period. (Add Lines 1, 2, and 3. Enter here and on the Summary Page, Line 14.)				TOTAL \$ 500

the fair market value, as a contribution on Schedule A.

Uncashed Checks

If the committee writes a check that is never deposited or negotiated, report the amount of the uncashed check on Schedule I.

Decreases to Cash

All decreases to cash must be reported as expenditures on Schedule E or H.

How to Complete Schedule I Miscellaneous Increases to Cash

Date

Report the date the committee received the miscellaneous receipt.

Source Information

Itemize sources of \$100 or more. Provide the full name, street address, city, state, and zip code of the source. Post office box numbers are not acceptable.

Description

Provide a description of the receipt, e.g., refund on room deposit for fundraiser, interest earned on loans made to others.

Amount

Enter the amount of the receipt.

Schedule I Summary

The total amount of miscellaneous increases to cash is reported on Line 4 of the summary section of Schedule I and on the Summary Page, Column A, Line 14.

Authority

The following Government Code sections and Title 2 regulations provide authority for the preceding information in this chapter:

Government Code Sections

- 81004.5 *Reports and Statements; Amendments.*
- 82013 *Committee.*
- 82015 *Contribution.*
- 82018 *Cumulative Amount.*
- 82025 *Expenditure.*
- 82025.5 *Fair Market Value.*
- 82044 *Payment.*
- 84105 *Notification of Contributors.*
- 84211 *Contents of Campaign Statement.*
- 84212 *Forms; Loans.*
- 84213 *Candidate Verification.*
- 84216 *Loans.*
- 84216.5 *Loans Made by a Candidate or Committee.*
- 84302 *Contributions by Intermediary or Agent.*
- 84303 *Expenditures by Agent or Independent Contractor.*
- 84306 *Contributions Received by Agents of Candidates and Committees.*
- 85201 *Campaign Bank Account.*
- 85306 *Transfers Between a Candidate's Own Committees; Use of Funds Raised Prior to Effective Date.*
- 85307 *Loans.*
- 85308 *Family Contributions.*
- 85311 *Affiliated Entities; Aggregation of Contributions to State Candidates.*
- 85319 *Returning Contributions.*
- 85501 *Prohibition on Independent Expenditures by Candidate Controlled Committees.*
- 85700 *Donor Information Requirements; Return of Contributions.*
- 89511.5 *Use of Personal Funds for Incumbent Elected Officers.*
- 89515 *Use of Campaign Funds for Donations and Loans.*

Title 2 Regulations

- 18116 *Reports and Statements; Filing Dates.*
- 18215 *Contribution.*
- 18215.1 *Contributions; When Aggregated.*
- 18216 *Enforceable Promise to Make a Payment.*
- 18401 *Required Recordkeeping for Chapter 4.*
- 18421 *Cash Equivalents.*
- 18421.1 *Disclosure of the Making and Receipt of Contributions.*
- 18421.2 *Street Address.*
- 18421.3 *Reporting of Contributions and Expenditures Collected by Contract Vendors or Collecting Agents.*
- 18421.4 *Reporting Cumulative Amounts for State Elections and State Recipient Committees.*
- 18421.6 *Reporting Accrued Expenses.*
- 18423 *Payments for Personal Services as Contributions and Expenditures.*
- 18427.1 *Notification to Contributors of \$5,000 or More.*
- 18428 *Reporting of Contributions and Independent Expenditures Required to be Aggregated.*
- 18431 *Reporting of Expenditures by an Agent or Independent Contractor.*
- 18432.5 *Intermediary.*
- 18526 *Reimbursement of Expenditures.*
- 18530.7 *Extensions of Credit.*
- 18533 *Contributions from Joint Checking Accounts.*
- 18536 *Transfer and Attribution of Contributions.*
- 18570 *Return of Contributions with Insufficient Donor Information.*